

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: Court Programs/Training Coordinator
Location: Grand Rapids, Michigan
Closing Date: January 24, 2011 *(Must be received by close of business)*
Salary Range*: CL 25/1 (\$37,941) to CL 26/61 (\$67,951)

**Starting salary dependent upon qualifications & experience*

The United States District Court for the Western District of Michigan is accepting applications for a full-time Court Programs/Training Coordinator to be located in Grand Rapids. The Court Programs/Training Coordinator is fully proficient at and responsible for the day-to-day operation of the Court's various special programs, such as Alternate Dispute Resolution (ADR), naturalization and Central Violations Bureau (CVBs) and for performing and coordinating technical and professional work-related training.

Representative Duties *Include but are not limited to:*

- ADR PROGRAM:** Responsible for managing the Court's ADR Programs. Serves as an active member of the Voluntary Facilitative Mediation (VFM)/ADR Advisory Committee, attends meetings and takes minutes. Makes daily updates to ADR database; manages ADR cases by maintaining and processing ADR documents and files; coordinates ADR calendar according to court guidelines and schedules sessions; monitors filings, referrals and dispositions, and keeps judge and immediate staff informed of progress of ADR cases. Acts as a source of information and liaison for the court on matters relating to the court's various forms of ADR.
- CVB:** Maintains CVB database; acts as liaison with judge assigned to CVB matters, U.S. Attorney's office and San Antonio; coordinates and completes administrative functions of CVB matters; forwards documents to appropriate participants; responds to CVB inquiries, and maintains CVB records.
- NATURALIZATION:** Responsible for planning, coordinating and attending naturalization ceremonies; acts as a liaison to and works with partner agencies to ensure all details are covered; and gathers and records data for statistical reporting.
- TRAINING:** Develops, coordinates and oversees a district-wide training program. Identifies training needs for internal customers through surveys, interviews and meetings with court employees. Coordinates and may deliver training programs, and assists operating units in drafting manuals, handbooks, job aides, and other training materials. Maintains training records.
- CUSTOMER SERVICE:** Serves as a primary source of information on special programs and training. Acts as liaison with the clerk's office, the bar, the public and the judges to ensure that cases proceed smoothly and efficiently.

OTHER:

Participates in on-going training and professional development activities. Attends various department and special court program committee meetings. Responsible for updating and maintaining pertinent court programs and training information and forms on the court's internet and/or intranet sites. Performs other duties as assigned.

Mandatory Qualifications	
Must be a high school graduate or equivalent and possess two years of general experience. Plus,	
For CL 25	One year of specialized experience equivalent to work at the CL 24
For CL 26	One year of specialized experience equivalent to work at the CL 25

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Outside of court system, such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

Education Substitutions: Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

Court-Preferred Qualifications

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| <ul style="list-style-type: none"> ▶ Due to training oversight duties both deep and broad, knowledge of court operations (federal court preferred). ▶ Excellent interpersonal skills and oral and written communication skills ▶ Ability to manage several priorities at one time ▶ Detail-oriented | <ul style="list-style-type: none"> ▶ Ability to analyze and evaluate varied information from multiple sources ▶ WordPerfect/computer experience ▶ Experience with electronic case filing system ▶ Demonstrated experience working in a team environment to deliver professional customer service |
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Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, flexible spending program, federal holidays, the leave accrual program, and periodic salary increases.

Information for Applicants

Qualified applicants should submit a letter of interest, professional references, and a completed AO 78* (Application for Judicial Branch Federal Employment) form and send to:

Melanie Vugteveen
U.S. District Court
399 Federal Bldg.
110 Michigan, NW
Grand Rapids, MI 49503

*The AO78 form and additional information about the U.S. District Court can be found at www.miwd.uscourts.gov

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The final candidate is subject to a complete background check.

EQUAL OPPORTUNITY EMPLOYER